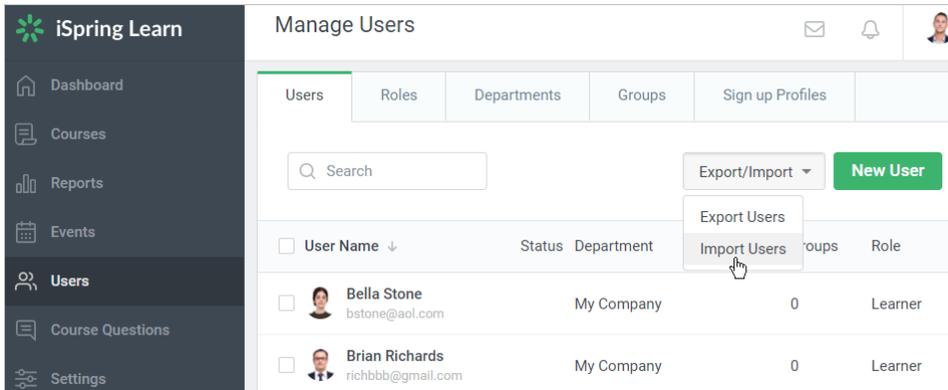


Importing Users from an Excel File

To save time, you can add a list of users from an Excel file. This option will come in handy if you want to bulk upload your user database exported from your accounting system or when you need to transfer a large number of users to another group or department.

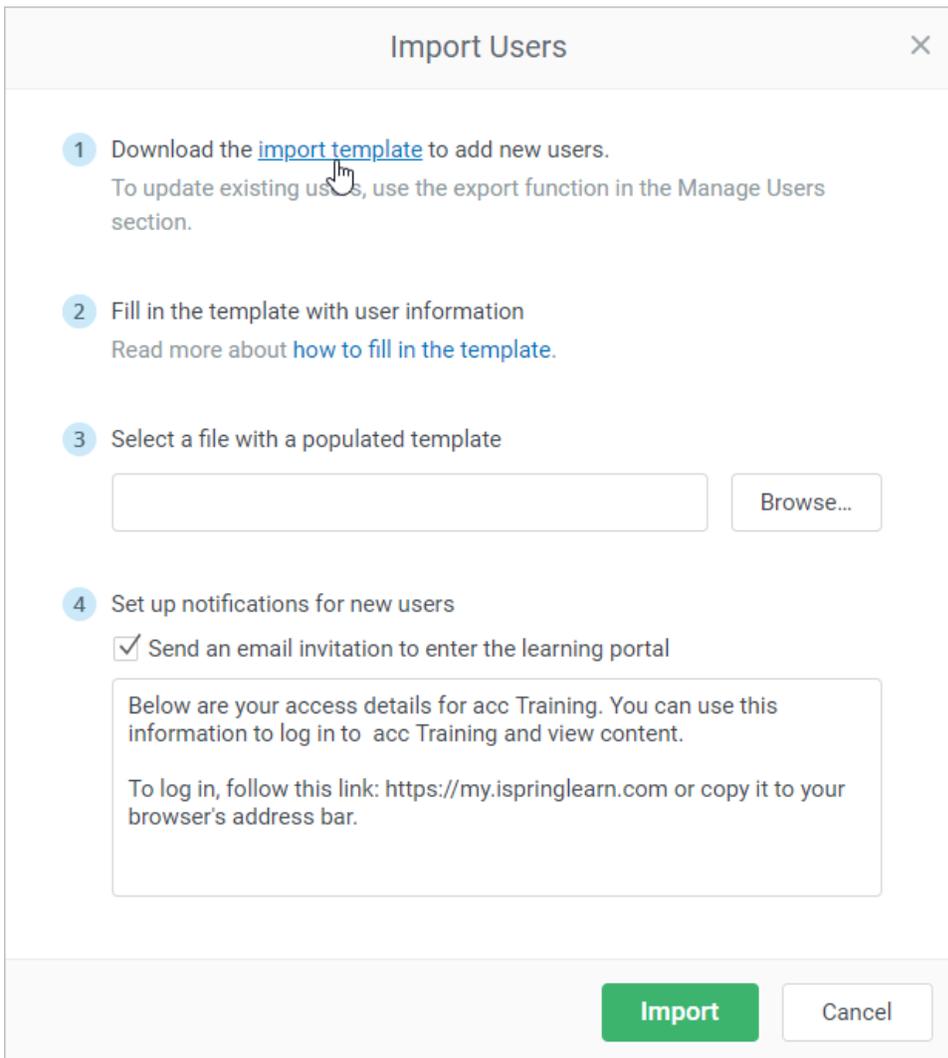
1. In the **Users** section, open the **Export/Import** menu and select **Import Users**.



The screenshot shows the 'Manage Users' interface in iSpring Learn. On the left is a dark sidebar with navigation options: Dashboard, Courses, Reports, Events, Users, Course Questions, and Settings. The main area has tabs for 'Users', 'Roles', 'Departments', 'Groups', and 'Sign up Profiles'. A search bar is present. An 'Export/Import' dropdown menu is open, with 'Import Users' selected. A 'New User' button is also visible. Below the menu is a table of users:

<input type="checkbox"/>	User Name ↓	Status	Department	Groups	Role
<input type="checkbox"/>	Bella Stone bstone@aol.com		My Company	0	Learner
<input type="checkbox"/>	Brian Richards richbbb@gmail.com		My Company	0	Learner

2. In the **Import Users** window, download a sample file to import new users. To do this, click the **import template** link and save the file to your computer.



The 'Import Users' dialog box contains the following instructions:

- 1 Download the [import template](#) to add new users.
To update existing users, use the export function in the Manage Users section.
- 2 Fill in the template with user information
Read more about [how to fill in the template](#).
- 3 Select a file with a populated template
- 4 Set up notifications for new users
 Send an email invitation to enter the learning portal

Below are your access details for acc Training. You can use this information to log in to acc Training and view content.

To log in, follow this link: <https://my.ispringlearn.com> or copy it to your browser's address bar.

3. Add all necessary information about the users into the template. To make the importing feature work correctly, you should keep the original file structure intact.

	A	B	C	D	E	F	G	H	I	J	K	L	M
	Login	Password	Email	First Name	Last Name	Job Title	Country	Role	Department	Active (Yes/No)	Group	Last Login	Added
1	julie.gibson		julie.gibson@	Julie	Gibson	Sales Dir	USA	Account A	10	Yes	Active Sal		
2	norman.lloyd		norman.lloyd@	Norman	Lloyd	Sales Man	USA	Departme	10	Yes	Active Sal		
3	christine.becke		christine.becke	Christine	Becker	Sales Man	USA	Departme	10	Yes	Active Sal		
4	marsha.hunt		marsha.hunt@	Marsha	Hunt	Sales Assi	USA	Learner	10	No	Active Sal		
5													
6													
7													

Important:

1. For inactive users, put **No** into the **Active** column and for active users, leave this column blank or put **Yes** into it.
2. The required columns are **Login**, **Role**, **Department ID** and all the required [user profile fields](#).
3. The **Email** column will appear in the import file only if the **Email** user profile field is [required](#).
4. In the **Role** column, type one of the following roles: *Account Administrator*, *Department Administrator*, or *Learner*. The *Publisher* role and [custom roles](#) cannot be used when importing users with an Excel file.
5. The department ID can be checked and copied when [editing a department](#).
6. Every user can be added to an unlimited number of groups, and each of the groups requires a separate column to be created.
7. Users imported from an Excel file can be added only to [standard groups](#), not [smart groups](#). If you put a smart group name in the **Group** column, learners will be successfully imported, but won't be assigned to the specified smart group.
8. There are **two ways** to set up passwords for newly imported users:
 - Add passwords into the template. The password security level can be set in the [Settings](#) section.
 - Imported users will receive an invitation email (if you check that option in the **Import Users** window and the email addresses are added to the file). As soon as learners follow the link in the email, they will be able to set a password for their account.

4. Upload the file with the user list. To do this, hit the **Browse...** button, select the file on your computer and click **Open**.
5. Add an invitation message for the imported users. To do this, check **Send an email invitation to enter learning portal** and modify the message as you wish.
6. Hit the **Import** button.
7. After the importing process is complete, you will see a pop-up window announcing its results. Here you can copy results and possible errors. Click **Done** to go to the user list.

Import Users

1 Download the [import template](#) to add new users.
To update existing users, use the export function in the Manage Users section.

2 Fill in the template with user information
Read more about [how to fill in the template](#).

3 Select a file with a populated template

No file selected

4 Set up notifications for new users

Send an email invitation to enter the learning portal

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Check this video to learn how to add users to your iSpring Learn account either manually or using the Import option.